

STATE OF IDAHO

EMERGENCY PREPAREDNESS GUIDE

FOR ELECTED OFFICIALS



Elected officials are an integral part of our emergency management system here in Idaho. We share a common responsibility in providing public safety and together we bear the responsibility for how well your jurisdiction survives the next disaster that threatens your area. Our mission at the Idaho Bureau of Homeland Security is to work hand in hand with elected officials for all major emergencies or disasters, from wildfires, severe storms, flooding, to hazardous material incidents. We understand that all disasters have significant factors in common: they all begin at the local jurisdictional level, and require a coordinated, community-wide effort. We are committed to aiding our communities prior to, during, and after a disaster event.



This guide is one tool for making sure we are doing all we can to support state and local jurisdictions in emergency management. It contains an overview of the major functions we coordinate during the response and recovery to emergencies and disasters, and a summary of our major program areas.

Thank you for all you do. I welcome any comments or suggestions on how we can better serve you and our communities in our shared efforts to make a safer and stronger Idaho.

Sincerely,

Brad Richy, Brigadier General, State of Idaho Military Division
Director, Idaho Bureau of Homeland Security
Direct Line: 208-422-3001



Elected officials play a crucial role in public safety. Their understanding and support of emergency management is vital to the safety and well-being of the public and communities.

National Emergency Management Association (NEMA)

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Please visit www.bhs.idaho.gov for more information on all of the programs within the Idaho Bureau of Homeland Security

County and local governments are the first line of defense during emergencies and disasters.

INTRODUCTION

Elected officials play a vital role in preparing our communities to successfully deal with the harmful effects of natural and man-caused disasters. Emergency management efforts should be recognized and supported by elected officials as a critical government service—from mitigation, planning and preparing to response and recovery.

PURPOSE

The purpose of this document is to provide guidance and serve as a reference for emergency management within your jurisdiction. The intent is to eliminate or reduce the potential harm to emergency responders and the public from the effects of natural or man-made disasters.



“The Role of State Government should be to support and enhance local community emergency response efforts, including focusing state agency activities on supporting regional and community needs throughout Idaho...”

State of Idaho Executive Order

DECLARATION PROCESS

What to Do When Disaster Strikes

- 1. DISASTER:** The event occurs and local jurisdictions respond through the local first responder community (Fire, Law Enforcement, Emergency Medical Service (EMS)). The first responder community will respond utilizing the Incident Command System (ICS). See diagram on page 8.
- 2. LOCAL DECLARATION:** A local emergency declaration is issued and remains in effect as long as necessary to ensure an effective response.
- 3. RESOURCE DEPLETION:** The emergency coordinator and staff coordinate and prioritize available resources to support all incident commanders in the area of impact until these resources are overwhelmed or exhausted or predicted to be so. At this point, the county emergency coordinator can request assistance from the State of Idaho Emergency Operations Center. The key condition to receive such assistance is that a jurisdictional emergency declaration has been issued and that the impacted jurisdiction is recognized on the State Proclamation of Disaster Emergency as having been impacted by the event.



The key condition for State assistance is that the requesting county or tribal jurisdiction has a signed Emergency Declaration.

- 4. STATE DISASTER REQUEST:** The request for State assistance is forwarded to the Governor through BHS. The State of Idaho EOC located at Gowen Field, Boise coordinates the provision of resources to requesting jurisdictions.
- 5. REQUEST FOR ASSISTANCE:** Once the impacted county or counties is included on a State Proclamation of Disaster Emergency, requests for state assistance can be made to the Idaho Bureau of Homeland Security Emergency Operations Center (IDEOC). This can be done using WebEOC or by contacting the IDEOC Logistics Manager. Resource requests can be made for direct assistance with a Mission Assignment, or for financial assistance with a Project Agreement. All Project Agreements involve cost sharing between the requesting jurisdiction and the state.

BHS Area Field Officers are available to assist in the declaration process.

See page 7 and 29

- 6. GOVERNOR PROCLAMATION:** The Governor may issue a state disaster proclamation which can initially be verbal, but will always be in final written form. When a disaster exceeds the State's capabilities for response or recovery the Governor can:



The key condition for State assistance is that the requesting county or tribal jurisdiction has a signed Emergency Declaration.

Request a joint Preliminary Damage Assessment with Federal, State and Local authorities.

Make a formal request to the Federal Emergency Management Agency (FEMA) Region X office in Bothell, WA for a Federal Presidential Major Disaster or Emergency Declaration.

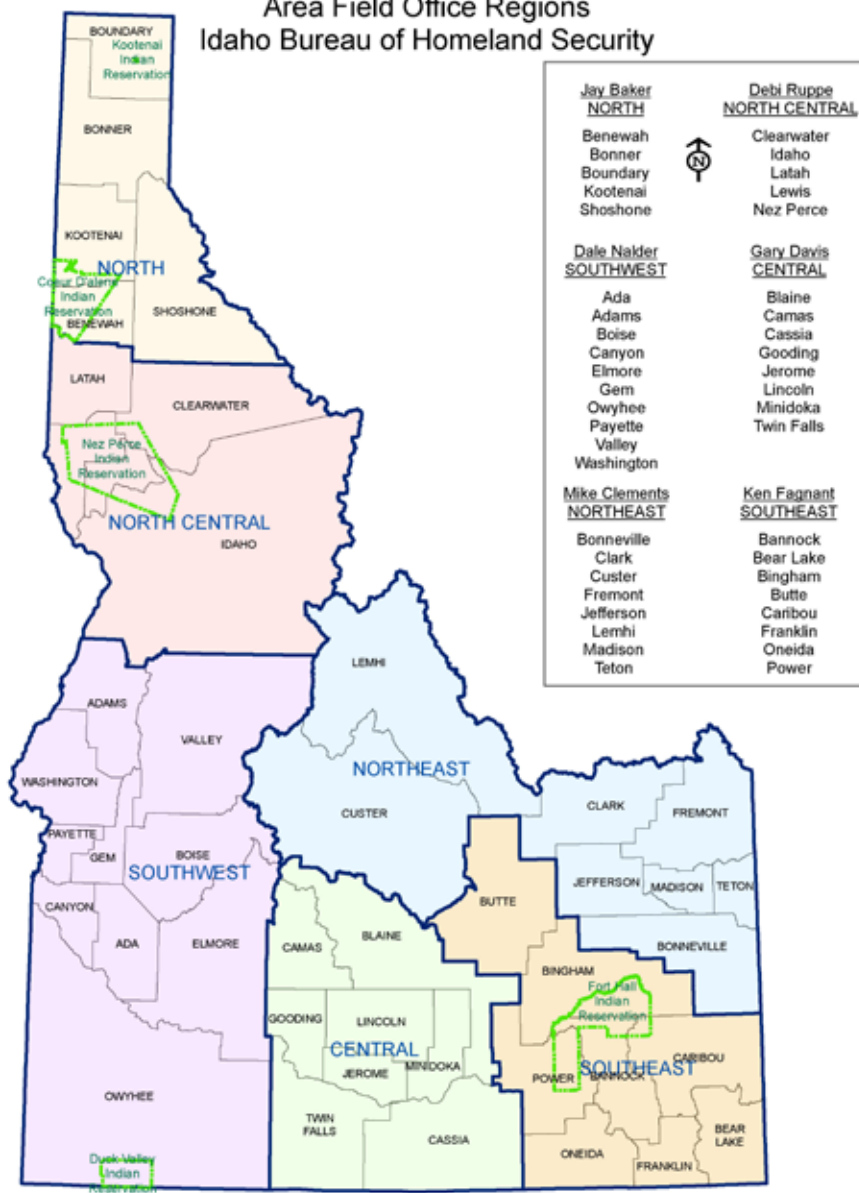
7. FEDERAL DISASTER DECLARATION: 75% of allowable disaster costs are normally reimbursed by the Federal government to the State. Payment of the non-Federal share of eligible disaster costs (25%) is split between the State and the local community as determined by the Governor. Typically, the non-Federal share of allowable disaster costs are split 15% to the State and 10% to the affected local jurisdiction unless determined otherwise by the Governor.

8. TIME LINES FOR ASSISTANCE: Local requests for assistance can be done immediately or weeks after an event has taken place. The Governor's State Declaration can take place within hours through a verbal declaration or within 48 hours with a written declaration. A Federal request can take from 2 to 8 weeks to process and receive. State financial assistance takes place within weeks while Federal financial assistance can take months. Recovery efforts from initial work to closeout may take months to several years



BHS Area Field Officers work directly with the local emergency managers.

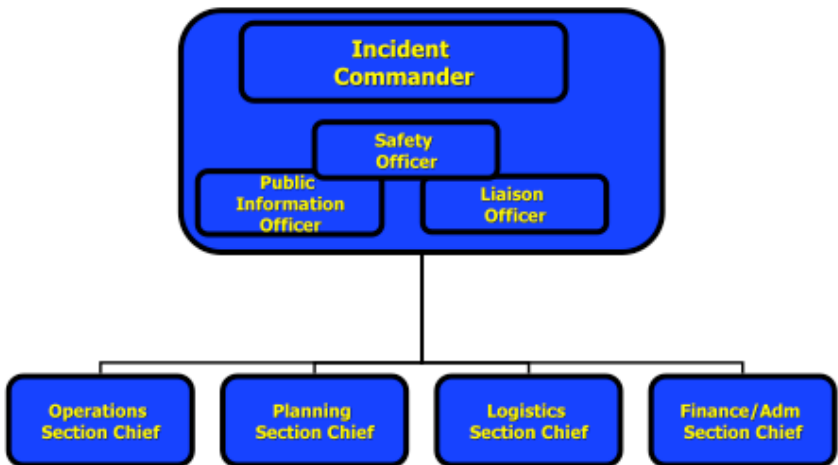
Area Field Office Regions Idaho Bureau of Homeland Security



Incident Command System (ICS)

ICS is a standardized management tool for meeting the demands of small or large emergency or non-emergency situations. ICS represents “Best Practices” and has become the standard for emergency management across the country.

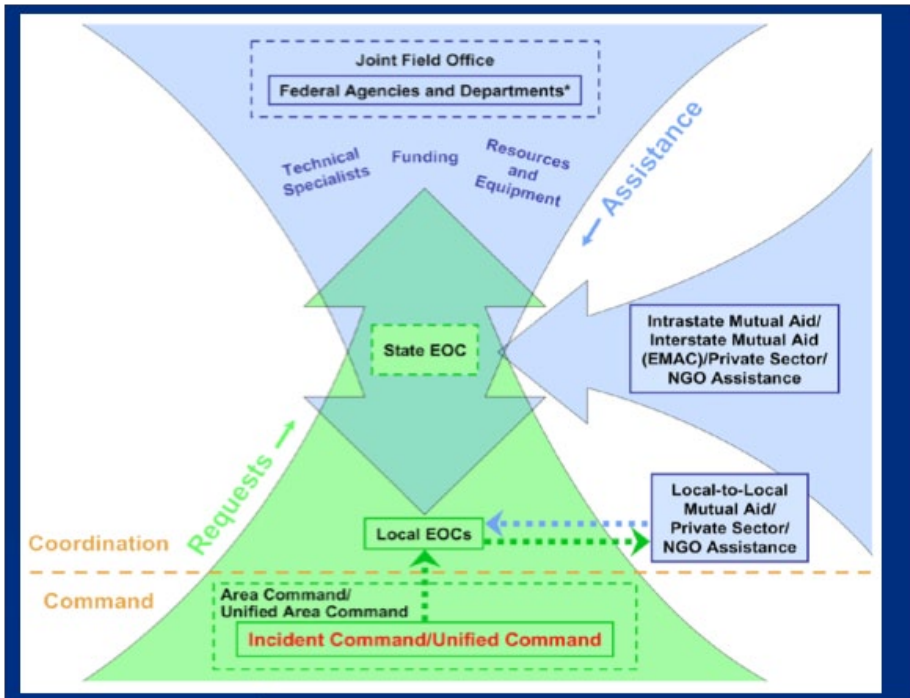
Standard ICS Structure



Emergency Operations Center Function

An Emergency Operation Center (EOC) may be activated to coordinate jurisdictional response and recovery activity. Resources requested by an Incident Commander may be coordinated through an EOC at the jurisdictional/local level. Local jurisdictions may request resources from the state are coordinated by the State of Idaho EOC (IDEOC).

*EMAC: Emergency Management Assistance Compact
**NGO: Non-governmental Organization



The Fire Management Assistance Process

1. Submit a request while fire is uncontrolled and threatening damage that would constitute major disaster.
2. Required information:
 - Size of fire
 - Name, location, population of threatened community
 - Number of primary and secondary residences
 - Distance of fire to community
 - Current and predicted weather projections
 - Description of resources committed to fire
3. If approved, cost breakout begins at the applicant brief.
4. Funding reimbursement (federal to state to applicant)
6. Funding Reimbursement (Federal to State to Applicant)

FIRE MANAGEMENT ASSISTANCE GRANT PROGRAM

Under this program, FEMA provides assistance for reimbursement financial for equipment, supplies, and personnel, to state, tribal government, or local government for the mitigation, management, and control of fires burning on publicly or privately owned lands that threaten such destruction as would constitute a major disaster.

Eligible costs

Eligible work and related costs must be associated with the incident period of a declared fire and must be the legal responsibility of the applicant. Eligible costs include:

- Equipment and supplies
- Labor costs
- Travel and per diem
- Temporary repairs of damage caused by fire fighting activities
- Mobilization and demobilization
- Limited pre-positioning costs approved by the FEMA Regional Administrator (format issue)



HAZARDOUS MATERIALS INCIDENT RESPONSE PLAN

ASSESSMENT: Local jurisdiction responds and reports Hazardous Materials/Weapons of Mass Destruction (WMD) Incident.

NOTIFICATION: Incident Commander or local dispatch notifies State Communications who notifies BHS Duty Officer and Department of Environmental Quality (DEQ) Coordinator.

COORDINATION: BHS and DEQ representatives determine if an interagency conference call is necessary.

COLLABORATION: StateComm convenes initial call to include: BHS, DEQ, Incident Commander, and RRT member (additional agencies may be added depending on incident type).

CLASSIFICATION: Call will determine the scope of incident, assistance needed and classification upon consensus of the group.

FOLLOW-UP: StateComm performs notifications depending on classification. If other assistance or advice is requested additional conference calls will be set up until the emergency is declared over by the Incident Commander.

This plan is available on the BHS website at:

<http://www.bhs.idaho.gov/Pages/HazardousMaterials/Plan.aspx>



Special Teams

Region	Counties	Regional Response Team (RRT)	Bomb Squads	Idaho Technical Rescue Team	Idaho Incident Management and Support Team (IIMAST)
I	Benewah, Bonner, Boundary, Kootenai, Shoshone	Kootenai Fire & Rescue	Spokane PD	Coeur d'Alene Fire	Statewide resource from all areas of State of Idaho
II	Clearwater, Idaho, Latah, Lewis, Nez Perce	Lewiston Fire	Spokane PD	Coeur d'Alene Fire	
III	Adams, Canyon, Gem, Owyhee, Payette, Washington	Caldwell Fire	Nampa PD	Boise Fire	
IV	Ada, Boise, Camas, Elmore, Valley	Boise Fire	Boise PD & Mountain Home AFB	Boise Fire	
V	Blaine, Cassia, Gooding, Jerome, Lincoln, Minidoka, Twin Falls		Twin Falls PD		
VI	Bannock, Bear Lake, Butte, Bingham, Caribou, Franklin, Oneida, Power	Pocatello Fire		Pocatello Fire/Idaho Falls Fire	
VII	Bonneville, Clark, Custer, Fremont, Jefferson, Lemhi, Madison, Teton	Idaho Falls Fire	Idaho Falls PD	Pocatello Fire/Idaho Falls Fire	



Special Teams

Regional Hazardous Materials Response Teams (RRTs)	<p>These are a fire department-based, specialized resource for responding to hazardous materials/WMD type incidents. Each team is working to become a Type 1 HazMat Team. Each team can provide for specialized chemical assessment, containment, research, and otherwise emergency control of chemical type incidents.</p>
Bomb Squads	<p>These are a law enforcement based, specialized resource for responding to explosives, suspicious packages, or other devices suspected of having explosive potential. They are equipped to provide remote assessment and render safe activities.</p>
Idaho Technical Rescue Team	<p>These are a fire department based, specialized rescue resource specifically designed to respond to the problems presented in completing search and rescue activities in collapsed structures. They can perform remote search, confined space, materials breaching, and other activities associated with reaching trapped persons within collapsed structures</p>
Idaho Incident Management and Support Team (IIMAST)	<p>This is a team made up of individuals from fire, law enforcement, EMS, public health, public works, and other public entities to provide overhead management of large scale, state or lower type emergencies/events. This team is trained in the all-hazards incident management style and can provide emergency organization to areas within the state that need this kind of assistance.</p>



BHS provides a mechanism for recovery of costs incurred by local government in responding to hazardous materials incidents

HAZARDOUS MATERIALS INCIDENT COST RECOVERY

Title 39 Chapter 7112 of the “Idaho Hazardous Substance Response Act” states the Idaho Military Division shall recover costs arising out of a hazardous substance incident. The State of Idaho will recover eligible costs incurred by local jurisdictions when responding to a hazardous materials incident. Costs must be received by BHS within 60 days of the termination of the incident.

Documented costs eligible for recovery:

- Materials and supplies
- Overtime or out of jurisdiction time
- Rental or leased equipment
- Decontamination or replacement of contaminated equipment
- Special technical services
- Medical monitoring
- Laboratory tests
- Disposal

The cost recovery packet is available on the BHS website at: http://www.bhs.idaho.gov/Pages/Hazards/PDF/Cost_Recovery_Form.pdf



Public Assistance Process

1. Disaster Event takes place
2. Declarations and Preliminary Damage Assessment
3. Submission of Request for Public Assistance (w/in 30 days)
4. Applicant's Briefing
5. Kickoff Meeting (within 60 days)
6. Completion of Project Worksheets
7. Funding Reimbursement (Federal to State to Applicant)

PUBLIC ASSISTANCE

The FEMA public assistance program funds the repair of eligible public and private nonprofit facilities—such as roads, government buildings, utilities, and hospitals that are damaged in disasters.

ELIGIBILITY (must meet all 4 requirements)

APPLICANT - State agencies, local governments, Tribal governments, and nonprofit organizations

FACILITY - Responsibility of eligible applicant, located in designated disaster area, not under specific authority of another Federal agency, and be in active use at the time of the disaster

WORK- Emergency- 6 months to complete
Debris Removal, Emergency Protective Measures
Permanent- 18 Months to complete
Road and Bridge Systems, Water Control Facilities,
Public Buildings/Equipment, Public Utilities, and
Other (Parks, Recreation)

COST - Reasonable and necessary to accomplish work, comply with Federal, State, & local requirements for procurement, reduced by all applicable credits (i.e. insurance, salvage)



Individual assistance is meant to help with critical expenses, caused by the disaster, which cannot be covered in other ways.

INDIVIDUAL ASSISTANCE PROGRAMS

The Individual Assistance programs are available after a federal disaster to individuals and families whose primary residence has been damaged or destroyed and whose losses are not covered by insurance.

DISASTER HOUSING may be available for displaced persons whose residences were heavily damaged or destroyed to make homes habitable.

LOW-INTEREST DISASTER LOANS are available after a disaster for households from the U.S. Small Business Administration (SBA) to cover uninsured property losses. Loans may be for repair or replacement of homes, autos, clothing or other damaged personal property. Loans are also available to businesses for property loss and economic injury.

DISASTER GRANTS are available to help meet other serious disaster related needs and necessary expenses not covered by insurance and other aid programs. These may include replacement of personal property, transportation, medical, dental and funeral expenses.

OTHER DISASTER AID PROGRAMS include crisis counseling, disaster-related unemployment assistance, legal aid and assistance with income tax, Social Security and Veteran's benefits.

VOLUNTARY ORGANIZATIONS ACTIVE IN DISASTER (VOAD) may provide emergency and recovery assistance in a local, state or federally declared disaster.



These federal program funds cannot duplicate assistance provided by other sources such as insurance.

INDIVIDUAL ASSISTANCE PROCESS

Eligibility

Most programs require the county and the state to demonstrate that the need is beyond their capability. The guideline for Idaho that FEMA considers for disaster housing and grants is 50 primary residences damaged or destroyed.

The Small Business Administration (SBA) as a standalone program requires a statewide minimum of 25 applications from either individuals, businesses or both for initiation of physical property loans.

Individual Assistance Grant Process

- 1. Disaster Event takes place**
- 2. Declaration and Preliminary Damage Assessment**
- 3. Individuals and households will apply to FEMA via an 800 number or the internet.**
- 4. After the application is taken, the damaged property is inspected to verify the loss.**
- 5. The case is presented to SBA for a low interest loan.**
- 6. If an applicant is denied by SBA, they will soon receive a check for the eligible amount.**
- 7. The deadline for most individual assistance programs is 60 days following the President's Individual Assistance disaster declaration.**



It is vital for government to be able to promptly and accurately inform the public about the seriousness of an event and provide assurances that leaders are fully informed and are directing the response with every available resource.

NEMA

EMERGENCY ALERT MESSAGES

Purpose: To inform the public of emergency situations and provide necessary information concerning actions that the public should take in a given situation.

What is it: The Emergency Alert System (EAS) system is used by national, state, and local agencies to issue emergency information to the public through radio and television broadcasters. Local jurisdictions, the National Weather Service (NWS), state emergency management agencies, FEMA, and the President of the United States all have access to the system.

How to initiate: Civil emergency information, evacuation information, and sheltering information can be issued via Emergency Alert System EAS by having the emergency management coordinator, county commissioner, or sheriff, contact StateComm. BHS is also capable of issuing these messages

**State Communications
(StateComm)
1-800-632-8000 or 208-846-7610**



§ 46-1009 Idaho Code: “Each county and/or intergovernmental agency shall prepare and keep current a local or intergovernmental disaster emergency plan for its area.”

EMERGENCY PLANNING

Emergency preparedness is a continuous cycle and emergency planning is the cornerstone of it. Planning provides for informed decision making regarding budgeting, training, equipment purchases, organizational design and staffing, and resource prioritization.



TRAINING PROGRAM

BHS offers a variety of courses to ensure elected officials, emergency managers, and first responders are equipped for their roles within emergency management.

A robust training program improves operational readiness and advances the knowledge, skills and abilities of all members of the emergency management system.

G-402 Incident Command System Overview for Executive/Senior Officials is a short classroom-based course that can help define and clarify the role of elected officials during an emergency or disaster.

The courses provided by BHS can be supported by the state and local grant funds received by each jurisdiction. Please contact your county emergency manager to schedule or attend a BHS sponsored course.

Training teaches us to work effectively and efficiently together to prepare for, respond to and recover from incidents, regardless of cause, size or complexity.



EXERCISE PROGRAM

One of the most effective ways to measure preparedness is to exercise our plans, policies, personnel and equipment. Exercises are conducted in a no-fault, learning environment to improve operational readiness, reveal planning weaknesses and resource gaps, improve coordination, clarify roles and responsibilities, improve individual performance, and gain public recognition of emergency service programs.

6 types of exercises are commonly used and are categorized as either discussion-based or operations-based. The decision to select a particular exercise type should be driven by the intended purpose or desired outcome.

DISCUSSION-BASED

OPERATIONS-BASED

- | | |
|-----------------|-------------------|
| <i>Seminar</i> | <i>Drill</i> |
| <i>Workshop</i> | <i>Functional</i> |
| <i>Tabletop</i> | <i>Full-scale</i> |

Exercise activities should be based upon needs that are identified through gap analysis processes. This approach can help focus training and exercise events and ensure the appropriate audience is engaged.

Your participation in preparedness exercises, and understanding what responders and citizens need in the event of an emergency, is critical.

BHS and local emergency managers can assist elected officials understand emergency authorities and responsibilities, and practice them before a disaster occurs.



GRANTS

Emergency Management Performance Grant (EMPG)

- 34% Pass through to local governments by State Law
- 50% Match Requirement
- Annual Cycle, 2 year performance period
- Most flexible, used to provide most Emergency
- Management activities in Idaho

Homeland Security Grant Program (HSGP)

- 80% Pass through to local governments
- No Match Requirement
- Terrorism focus, can be used for “all hazards”

For Further Information:

Brad Hufford, Grants Branch Chief

208-258-6510

208-890-0916 (cell)

bhufford@bhs.idaho.gov



These are the main grants administered by the Idaho Bureau of Homeland Security.

GRANTS

Department of Transportation Hazardous Materials

Grant (DOT)

- Pass through 80%
- Match 20% in kind
- Annual grant, 1 year performance period
- Focus on HazMat Planning and training

Pre-Disaster Mitigation (PDM)

- Pass through 100% with a state management cost
- Annual grant, 3 year performance period
- Mitigation plans and projects

Flood Mitigation Assistance

- Pass through 100% with a state management cost
- Annual grant, 3 year performance period
- Funding for flood mitigation projects and planning
- Jurisdictions must participate in the NFIP and have FEMA-approved Mitigation Plan for eligibility
- 75/25 match (12.% of local share can be in-kind)

Other grants may be available to address specific agency needs or unique situations. Please contact BHS for more information.



HAZARD MITIGATION

Mitigation Program: The Mitigation Program is responsible for hazard identification, risk and vulnerability assessment, mitigation planning, risk reduction and the administration of mitigation grant programs.

Mitigation Planning: Mitigation plans provide a strategic approach to reduce a community's vulnerability from natural and man-made hazards. This strategic approach provides a pro-active framework to protect citizens and property from natural and man-made hazards. The most common model for mitigation planning in Idaho is a County sponsored multi-jurisdiction all-hazard mitigation plan.

Hazard Mitigation Planning Benefits:

- 1. Strategic approach to risk reduction**
- 2. Eligibility for FEMA's Hazard Mitigation Grant Program**
- 3. Information on natural hazards**
- 4. A tool for public education and outreach**
- 5. An approach to protect citizens, infrastructure and property from hazards**

Link to Idaho State Hazard Mitigation Plan:

<http://www.bhs.idaho.gov/Resources/PDF/SHMPFinalw-signatures.pdf>



ECC Mission Statement:
Enhancing Idaho's public health, safety,
and welfare by assisting emergency
communications and response professionals
in the establishment, management,
operations, and accountability of
consolidated emergency communications

EMERGENCY COMMUNICATIONS COMMISSION

The purpose of the Idaho E911 Emergency Communications Commission (ECC) is to assist cities, counties, ambulance districts and fire districts in the establishment, management, operations and accountability of consolidated emergency communications systems.

The Idaho E911 Emergency Communications Commission (ECC) was established by Idaho Statute Title 31, Chapter 48, Sections 15,16, 17 and 18.

More information on the ECC is available at:

<http://www.e911.idaho.gov>



SIEC Mission Statement:
The Statewide Interoperability Executive Council (SIEC) shall promote interagency cooperation and provide policy level direction to support efficient and effective use of resources to achieve interoperable communications.

STATEWIDE INTEROPERABILITY EXECUTIVE COUNCIL

The purpose of the SIEC is to provide a policy level direction and to promote efficient and effective use of resources for matters related to public safety wireless radio interoperability.

The Statewide Interoperability Executive Council (SIEC) was established by Idaho Statute Title 46 Chapter 12.

More information on the SIEC is available at:
<http://www.bhs.idaho.gov/Pages/Communications/IdahoSIEC.aspx>



PUBLIC SAFETY COMMUNICATIONS

Public safety and emergency communication support requirements throughout Idaho are ever increasing as the population grows and their safety needs increase. Keeping pace with these needs is a primary focus of the Public Safety Communications group within the Idaho Military Division. Support and maintenance of the various public safety communications infrastructures are critical to meet day-to-day business requirements as well as being prepared to respond to emergency and disaster declarations when required.

Vision: Provide sustainable emergency communication capability for State of Idaho Public Safety agencies.

For further information:

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ACRONYMS

AFO	Area Field Officer
CCP	Citizens Corp Program
DEQ	Dept. of Environmental Quality
DOT	Dept. of Transportation
EAS	Emergency Alert System
ECC	Emergency Communications Commission
EMAC	Emergency Management Assistance Compact
EMPG	Emergency Management Program Grant
EOC	Emergency Operations Center
EMS	Emergency Medical Service
EOP	Emergency Operations Plan
FMA	Flood Mitigation Assistance
HMGP	Hazard Mitigation Grant Program
HSGP	Homeland Security Grant Program
IBHS	Idaho Bureau of Homeland Security
ICS	Incident Command System
ICSAR	Idaho Collapse Search and Rescue
IIMAST	Idaho Incident Management and Support Team
ISP	Idaho State Police
LEPC	Local Emergency Planning Committee
LETPP	Law Enforcement Terrorism Prevention Program
NEMA	National Emergency Management Association
NFIP	National Flood Insurance Program
NGO	Non-Governmental Organization
NIMS	National Incident Management System
NWS	National Weather Service
PDM	Pre-Disaster Mitigation
PSIC	Public Safety Interoperable Communications
RRT	Regional Response Team
SBA	Small Business Administration
SIEC	Statewide Interoperability Executive Council
VOAD	Volunteer Organizations Active in Disasters
WMD	Weapons of Mass Destruction



We must work together to save life and limit human suffering, injury to wildlife, damage to natural resources, private and public property, the environment and economy from all hazards.

NOTES

